



PLANNING AND ZONING ADMINISTRATOR

General Statement of Duties

Performs responsible technical and professional work in administering the Town's planning, inspections, zoning and nuisance code enforcement program in compliance with local and State codes and ordinances.

Distinguishing Features of the Class

The employee in this class administers the Town's planning and code enforcement functions including building codes, zoning ordinances and nuisance codes. Work requires development and preparation of planning and zoning studies and recommendations for consideration by the Planning Board, the Board of Adjustment and the Town Council. Work also includes conducting inspections of buildings and property, issuing building permits and processing applications for rezoning of property and zoning variances, and review and processing of subdivision plans within the territorial and extraterritorial jurisdiction of the Town. Inspection responsibilities include enforcement of State building codes governing construction, electrical, plumbing and mechanical as well as enforcement of local zoning and nuisance codes and ordinances. Work also involves the development maintenance of the Town's GIS system, including supervision of the technical input, verification and revision of GIS data. Considerable tact and diplomacy are essential in dealing with contractors, property owners and the general public. Work is performed under the general supervision of the Town Manager and is evaluated through review of completed work, conferences, reports and contractor and citizen reaction.

Duties and Responsibilities

Essential Job Functions

Coordinates and manages a full range of municipal planning and zoning activities for the Town; prepares planning and zoning studies; recommends changes in the zoning codes and land-use plans for consideration by the Planning Board and the Town Council.

Enforces State building and local zoning codes and ordinances; reviews blueprints and construction plans for compliance with the Town's land-use plans and applicable building regulations; makes recommendations for changes to facilitate compliance; issues building permits and schedules inspections.

Conducts field inspections of new and renovated buildings for compliance with building codes during all phases of construction; approves construction in

compliance or issues stop-work orders until compliance is established; issues certificate of occupancy upon completion and approval of final construction; maintains records and reports of inspections performed.

Administers zoning ordinances; reviews subdivision plans, approves and issues permits; makes inspections for minimum housing code compliance; recommends repairs to property owners to aid compliance; investigates various zoning and nuisance code complaints; advises contractors, property owners, homeowners and the general public on defects found and corrective measures required; initiates legal enforcement proceeding; initiates condemnation procedures as necessary.

Serves as lead staff to the Planning Board and Board of Adjustment; coordinates preparation of meeting agenda and related materials and minutes; provides technical advice and consultation to the Boards and the public; assists the general public in completing applications and scheduling for Board consideration.

Administers the Town's GIS mapping system; performs or supervises the digitizing, coding and entering of data; directs field verification of data and changes necessary to update the system.

Serves as FEMA Flood Plain Administrator; administers the flood damage prevention ordinance; regulates construction buildings and elevation of buildings in flood prone areas; coordinates disaster response between Federal FEMA, State and local officials as well as citizens during and after natural disasters; prepares, submits and maintains records and reports as needed.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Considerable knowledge of State and local building codes related to the four building construction trades minimally at the Level II certifications.

Considerable knowledge of local land-use plans and housing and zoning ordinances.

Considerable knowledge of modern practices and materials used in the installation, construction of buildings including electrical, plumbing and mechanical equipment, appliances and fixtures.

Working knowledge of the principles and practices of civil engineering related to planning and subdivision design and control.

Working knowledge of GIS systems and software associated with the digitizing, editing, plotting, and mapping.

Strong skills in the interpretation and application of standard building codes, housing codes and zoning ordinances and regulations.

Skill in reading and interpreting plans and specifications accurately and the ability to apply plans and specifications to construction in progress.

Ability to establish and maintain effective working relationships with supervisors, subordinates, peers, architects, contractors, builders, and property owners.

Ability to deal tactfully and firmly with contractors, property owners and the general public.

Ability to read, compare and interpret property maps, surveys, aerial photographs and records accurately.

Ability to establish and maintain accurate records of work activities.

Physical Requirements

Work is generally performed in a variety of work environments including exposure to extremes of heat and cold, exposure to dust, mists, fumes and chemicals including the potential for exposure to hazardous chemicals and materials.

Must be able to physically perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, crawling reaching, standing, walking, lifting, grasping, talking, hearing and repetitive hand and arm motions.

Must be able to perform light work exerting up to 50 pounds of force occasionally, 20 pounds frequently; and up to 10 pounds of force constantly to move objects.

Must possess the visual acuity to perform the following: preparing and analyzing data and figures; reading maps, blueprints, construction plans and specifications, and codes and regulations; visually inspecting construction installation, and using measuring devices.

Desirable Education and Experience

College graduate preferably with a bachelor's degree supplemented by course work in the building and construction trades and/or 5 to 10 years experience in construction or related construction inspection experience which provides the required knowledge skills and abilities; considerable experience in local government at the municipal or county level preferred.

Special Qualification Requirements

Possession of at least Standard Level II Certificates issued by the NC Department of Insurance in building, electrical, mechanical, plumbing and fire inspections.

Possession of a valid North Carolina driver's license with acceptable driving record. Candidates for employment must pass a pre-employment drug screen and criminal records check.